Required Training and Certification Information for All Supervisors

Colorado State University recognizes the importance of the supervisory role and the impact a supervisor has on employee engagement and satisfaction. To continue to develop and create a positive work environment, all supervisors will participate in the Supervisor Development Program offered through the Office of Talent Development. The offices of the Vice President for Diversity, Equal Opportunity and Human Resources contribute to the class selections.

For those interested in receiving a certification, additional training is available that allows participants to select classes and experiences that best fit their unique needs as a supervisor.

**Required training:** Supervisors must complete all four classes in the Foundation category and an additional two classes from either the Core or Elective categories. Supervisors should complete these within three years.

**Certification:** includes completion of all four classes in the Foundation category, four classes from the Core category (one from each theme) and any four classes from the Elective category.

**Foundation Classes:**

Participants take all four classes as part of the required training and towards the certification. Total time commitment is 12-13 hours. All Foundation classes are offered fall, spring and summer semesters.

- Mindset for Supervisors (four-hour class)
- Rules of the Road (HR & OEO) (four-hour class)
- Inclusive Excellence Part 1 – Defining Diversity and Inclusion (VPD) (two and a half hour class)
- Inclusive Excellence Part 2 – Uncovering Bias (VPD) (two and a half hour class)

**Core Classes:**

For the certification, participants select one class from each theme for a total of four, based on professional goals and areas of interest. Core classes cannot be substituted. Additional Core classes may be added in the future.

- **Self-Discovery**
  - Strengths Based Leadership
  - The Role of Emotional Intelligence in Leadership
Interpersonal Skills

- Creating Inclusive Conversations (VPD)
- The Power of Feedback: Constructive and Positive

Team Effectiveness

- Building a Vision Framework
- Effective Teams

Systems Thinking

- Embracing Appreciative Inquiry
- Systems Thinking: Your Role in the Big Picture

Elective Classes:

For the certification, participants select four classes based on their professional goals and areas of interest. Additional Elective classes may be added in the future.

This category provides the opportunity to create a maximum of two self-directed experiences to substitute for two classes. Examples of a self-directed experience are provided in the Class Descriptions document.

Self-Discovery

- Advanced Strengths Development
- Emerging Leaders: Envision the Future
- Emerging Women Leaders Webinars
- Hope in the Workplace
- Innovation: Exploring Your Creative Mindset
- Integrity: Building the Character of Great Leadership
- Introduction to Strengths
- Job Crafting: Creating the Job You Love
- Mindful Leadership
- Mindful Leadership Advance
- Personal Effectiveness and Time Management
- Professional Pathways
- Rest: A New View on Workplace Performance
- The Element of Grit
- The Essential Elements of Your Wellbeing
- Women’s Leadership Series
Interpersonal Skills

- Advanced Facilitation
- Appreciative Conversations and Questions
- Crucial Conversations (4-part series)
- Effective Communication and Conflict Resolution Skills
- Organizational Grit
- Strengths Based Coaching
- Subtleties of Communication

Team Effectiveness

- Happiness at Work and Why We Should Care
- Team Building
- Trust: The Essential Element
- Working in a Multigenerational Workforce
- Situational Leadership
- The Balancing Act: Supervising Student, Hourly and Seasonal Employees
- Understanding Generation Z

Systems Thinking

- Applying Appreciative Inquiry Concepts in the Workplace
- Building a Strengths Based Culture
- Celebrate What’s Right
- Critical Thinking
- Appreciative Leadership
- Building Your Professional Resilience
- Choose to Be
- Love It or Hate It: The Inevitability of Change

Please see more details on our website http://training.colostate.edu/supervisor/ or call The Office of Talent Development at (970) 491-1376 or email CSUTraining@colostate.edu.

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